DISCRETIONARY GRANT PROGRAMS

Discretionary
Grant
Application

(DGA)

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State of New Jersey
Department of Education
Office of Grants Management

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Introduction

Should there be any inconsistency between the requirements of the governing *Notice of Grant Opportunity* (NGO) and the *Discretionary Grant Application* (DGA), the requirements of the *NGO* take precedence. If there are any inconsistencies between statements contained within the NGO or DGA and federal or state regulations, the regulations take precedence.

You are urged to become familiar with the information in this document because this information is used in conjunction with the program-specific requirements found in the *Notice of Grant Opportunity* (NGO).

Parts I and IV of the *Discretionary Grant Application* (DGA), in conjunction with the NGO, provide you with a complete set of application guidelines for a specific grant program. The DGA also contains basic information applicable to all discretionary grant programs and provides advice to facilitate the preparation of a well-considered, complete application.

Additional information about discretionary grants can be found on the New Jersey Department of Education web site at http://www.state.nj.us/njded/grants/

Part I: General Information and Guidance

ELIGIBILITY

General Considerations

You, as the applicant agency, should refer to the NGO to which you are applying for specific eligibility requirements. If you are seeking discretionary grant funds, you must review those requirements to determine whether or not you are eligible to apply. The New Jersey Department of Education (NJDOE) will screen your grant application to determine if it meets all of the eligibility requirements outlined in the governing NGO. If the NJDOE determines that you are not eligible to apply, your application will be returned to you.

NOTE: **Without exception,** the NJDOE Application Control Center will not accept, and the Office of Grants Management will not evaluate for funding consideration, any application received after the due date established

in the governing NGO. You will lose the opportunity to be considered eligible for an award if your application is *received* after that date, is missing required information, or if an original and four copies are not submitted.

Continuation Grant Programs

If you are applying for continuation funding under a multiyear grant program, your eligibility is also contingent upon the following:

1. certification by the sponsoring division of the grant program of satisfactory performance by your agency during the current grant period as evidenced by:

   (a) the timely and accurate submission of all reports required under the grant program, and NJDOE approval of those reports;

(b) a midyear monitoring report and approval by the program office of your progress in implementing the comprehensive multiyear plan;

(c) satisfactory progress toward the completion of any remediations identified as necessary by the program office as a result of (a) and/or (b) above; and

2. your submission of a complete and acceptable application for each grant funding period.

In each grant period, you are expected to complete the goals, objectives and activities established in your grant agreement for that grant period and to make satisfactory progress toward the completion of your multiyear plan. The NJDOE may withdraw your certification of eligibility for continuation funding if you do not meet these requirements.

NOTE: Under multiyear grant programs, grant recipients must retain a copy of the initiating multiyear NGO and a copy of each subsequent year's NGO for reference when applying for continuation funding. Information from the initiating NGO may not be repeated in subsequent NGOs. Therefore, it is the responsibility of the grant recipient to maintain accurate records of all project requirements for subsequent grant award period applications. Additional copies of an initiating multiyear NGO may not be available to grant recipients beyond the initial grant period.

Grant recipients are also required to retain a copy of the NGO in the contract file for audit purposes.

TECHNICAL ASSISTANCE

The sponsoring program office will provide a technical assistance workshop to potential applicants. For single-year grant programs and the first year of multiyear grant programs, the information provided at the workshops will be limited to the factual contents of the NGO narrative, including grant parameters, constraints, and state/federal regulations. General guidance on

completing the budget forms will also be provided. No further technical assistance will be provided for competitive or limited-competitive grant programs.

For continuation grant programs, the sponsoring program office will provide technical assistance workshops to grantees eligible for continuation funding. The purpose of technical assistance for continuation grants is the continual refinement and improvement of local project design for each grant period of the project. Therefore, specific information and guidance tailored to the unique needs and circumstances of eligible award recipients may be provided. The focus of the workshop will be on the upcoming grant period covered by the governing NGO, and it may incorporate monitoring findings as appropriate.

AWARD PROCESS

Single-Year and Multiyear Grant Programs

In year one, your application is evaluated and rated by a panel of three readers, except where noted differently in the governing NGO. The evaluation panel consists of one reader from the originating office, one from another office within the NJDOE, and one reader external to the NJDOE who is knowledgeable in the content area. Readers of grant applications for the NJDOE certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Your application is evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NGO. Applicants may request information about their evaluation scores by writing to the NJDOE Application Control Center. The NJDOE reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and scored in the evaluation process (unless waived by the NGO).

Where there are no subsets of awards: Your application must receive a score of at least 65 points out of 100 to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score, until available funds have been used.

Where the NGO prescribes subsets of awards: Refer to the NGO for ranking and funding details for applications scored above 65 points.

In the event of a tied score at or above the NJDOE's cutoff score of 65, the NJDOE will select the applicant with the highest cumulative score for the Statement of Need, Goals and Objectives, and Project Activity Plan.

Selection Criteria

Grant application readers will use the six standard selection criteria listed below, and the application construction guidelines contained in Parts II and III of this DGA as the basis for their evaluations:

A. The local conditions and/or needs are consistent with the stated purpose of the grant program and with the intended population to be served.

B. The project plan is comprehensive and reasonable, addresses the identified local conditions and/or needs, and will contribute to the achievement of the intended benefits of the grant program.

C. The project goals and objectives are properly constructed and logically sequenced to substantiate the project plan, and are supported by specific and measurable indicators that will allow for objective assessment of progress toward achievement of the goals and objectives.

D. The project activities represent a well-defined and logically sequenced series of steps which will result in the achievement of each goal and corresponding objective(s).

E. The project budget is integrated with the comprehensive project plan, and proposed expenditures are necessary and reasonable for the effective implementation of the project activities.

F. The agency's commitment to the project is well-documented, and the agency possesses the requisite organizational capacity and authority, including necessary resources and relevant experience, to support successful implementation.

Continuation Applications

The sponsoring program office and the Office of Grants Management (OGM) will conduct an internal review of your application for continuation funding. An internal review team will evaluate your application on the basis of quality and comprehensiveness, as well as on completeness, accuracy and appropriateness of response to each of the items identified in Section 2: Instructions to the Applicant of the governing NGO. To be eligible for continuation funding, you must have satisfactorily completed the required elements and followed all instructions contained in the NGO.

If the internal review team, the director of the sponsoring program office, and OGM concur that your application is not congruent with the approved multiyear application nor does it contain the necessary components of a project and/or budget plan to support an award, it will be removed from consideration. **NOTE**: If your application is removed from consideration, you will be ineligible to apply for any further award for the duration of the multiyear grant program.

PROJECT DIRECTOR ASSIGNMENT

General Considerations
You must designate an employee of your agency as project director. The project director, as the delegated authority of the Chief School Administrator/Chief Executive Officer, serves as your agency's primary point of contact with the

NJDOE Program Officer responsible for the grant program. The project director is responsible for managing and implementing the educational project and budget described in your approved application to ensure that your agency meets its responsibilities to the NJDOE under the grant program in a timely manner.

For multiyear grant programs, the individual you designate to serve as the project director should, where possible, continue to serve in that capacity for the entire length of the grant project. This will help to ensure consistency in project administration, full understanding of overall project goals and objectives, and steady progress toward fulfilling your project plan.

Your assignment of a project director is intended to ensure timely oversight of project requirements as agreed to with the NJDOE. You must assign a project director regardless of whether or not the governing NGO permits the use of grant funds to support the position.

SUBGRANTS

A subgrant is defined as a formal agreement between a grant recipient agency and another entity (fourth party) to provide an integral part of the grant project and a corresponding portion of the budget. Subgrants do not include procurement purchases or fee-for-service arrangements, but may reflect partnership or consortia agreements where funds are divested for specific grant project activities.

Any subgrantee participating in your project is accountable to you for the use of funds, subject to applicable federal and state requirements as articulated in the third-party grant agreement issued by the NJDOE, and subject to relevant OMB cash management regulations. Subgrantees are also accountable to you for the delivery of project activities and reporting.

You must describe in your grant application narrative the details of any subgrants that you propose. This must include the scope of work,

goals, objectives and activities, and a detailed budget. Once the NJDOE approves your application, including the subgrant, and a third-party grant agreement is issued, you should develop a separate articulation agreement with each subgrantee. Each articulation agreement must clearly detail all grant activities to be carried out by the subgrantee and the funds you will allocate to the subgrantee. The NJDOE reserves the right to request a copy of the articulation agreement at any point during the award process or during the grant period.

You may not establish a subgrant agreement with a nonpublic school.

Important: You should carefully distinguish between subgrantees and consultants or vendors within your budget. Consultants and vendors are organizations, independent entities or persons hired to provide a specific service or product for a fee within their normal business operations. They operate in a competitive environment and provide services or goods to many different purchasers. They are not your employees (either full-time or part-time), and they are not subject to compliance requirements.

In contrast, a subgrantee is an organization that uses grant funds to carry out a portion of the goals and objectives of the project, as opposed to providing goods or services. Their performance is measured against the achievement of the project objectives. Additionally, subgrantees have responsibility for applicable programmatic decision-making and must adhere to applicable program regulations and compliance requirements.

LEAD AGENCY

Agencies that apply in a collaborative with another agency or other agencies must establish one agency as the lead agency. If you are applying for a grant on behalf of a collaborative, you are the lead agency. In this capacity, you will serve as the applicant agency of record, as the legally

recognized fiscal agent for the grant project, and as the single point of contact for the NJDOE. You, as lead agency, will be responsible for overseeing the implementation of all aspects of the grant, *i.e.,* project and spending plan; grant project monitoring and reporting; and fiscal management. As lead agency, you may not divest oversight responsibilities through a subgrant or to another member of your collaborative. You will also be required to retain your lead-agency status throughout the duration of a multiyear program. Your collaborative will not be permitted to change lead-agency designation during subsequent grant periods.

Generally, the lead agency must be a public entity whenever grant funds are to be used to provide services to nonpublic school students. Any funds used in the provision of grant-funded services to nonpublic school students must remain under the administrative direction and control of the lead agency. Generally, grant funds may not be paid, subgranted or otherwise transferred to a nonpublic school.

Part II: Constructing a Grant Application Narrative

DEVELOPING THE APPLICATION COMPONENTS

Important: To apply for a grant under the governing NGO, you must prepare and submit a complete application in response to the state's vision, articulated in the NGO Section 1: Grant Program Information and in accordance with the program framework articulated in Section 2: Project Guidelines. You must have a full understanding of the information presented in the NGO **before** constructing your application using the guidance, instructions, and forms found in this *Discretionary Grant Application*.

A **complete grant application narrative** includes:

- **Application Title Page** – form that contains applicant agency information and signatures.

- **Board Resolution to Apply** – form provided for applicant agency's governing body to sign.

- **Statement of Assurances** – form with a list of required state and federal assurances.

- **Project Abstract** – summarizes the conditions/needs, purpose, and projected outcomes of the proposed grant project.

- **Statement of Need** – describes and documents the conditions and/or needs to be addressed and population to be served through the proposed project.

- **Project Description** – provides a detailed description of the full proposed project, including how the project will be implemented and managed/staffed. For continuation grant programs, this section should also summarize the current status of the project.

- **Goals, Objectives and Indicators** – lists all proposed project goals and objectives, as well as the corresponding indicators of success.

- **Project Activity Plan** – identifies each activity to be completed to accomplish the proposed project goals and objectives.

- **Organizational Commitment and Capacity** – describes and documents the applicant agency's commitment and authority to implement the project, as well as the agency's resources and experience with comparable initiatives that will support successful project implementation.

A. Application Title Page
The Application Title Page is used to identify your agency, the grant program for which you are applying, and the amount of funds that you are requesting. Applications submitted without the Title Page may not be accurately recorded as received.

Do
1. Attach the Title Page to the front of your application.

2. Make certain that your chief school administrator (CSA) or chief executive officer (CEO) signs and dates the Title Page.

3. Ensure that the grant amount requested on the Title Page is the same amount that is shown on the Board Resolution and in the Total Cost line of the appropriate column on the Application for Funds - Budget Summary.

B. Board Resolution to Apply
The executed Board Resolution indicates your agency's official approval to apply for grant funds.

Do

1. Use the resolution form provided. You may attach board meeting minutes to the resolution; however, this is not necessary.

2. Ensure that the amount entered on the Board Resolution agrees with the amount entered in the Total Amount of Funds Requested on the Application Title Page and the amount shown on the Total Cost line in the appropriate column on the Application for Funds - Budget Summary.

Don't

1. Submit a Board Resolution that is signed and dated **before** the date of the board meeting at which the resolution was considered. Applicants that submit Board Resolutions that are signed and dated before the date of the board meeting will be required to submit a new resolution.

2. Omit the Board Resolution if your agency doesn't have a governing board. Instead, have the resolution executed by your agency's chief executive officer, and attach a brief explanation of your governance structure.

C. Statement of Assurances

Your Chief School Administrator's (CSA) or Chief Executive Officer's (CEO) dated signature on the Statement of Assurances attests that you will comply with all federal and state statutes and regulations applicable to the grant program for which you are applying.

D. Project Abstract

The Project Abstract is a one-page (250-300 words) summary of your proposed project's need, purpose, and projected outcomes. If you are applying under a multiyear grant program, describe your proposed project for the full multiyear grant period. Keep in mind that this is a snapshot of your application, and it is the first statement of your proposed project that the grant evaluators see.

For continuation grant programs, the Project Abstract is used to summarize the current status of the project. This should include the status of achievement of your established project goals and objectives, unforeseen obstacles or challenges, as well as unanticipated project outcomes/benefits and plans for the upcoming grant period for which you are applying.

Do

1. Write the Project Abstract last as a summary of your entire proposed project.

2. Make it succinct, brief and interesting.

Don't

1. Write more than a one-page abstract.

2. Include information in the abstract that is not supported elsewhere in your application.

E. Statement of Need *(Year One Only)*

In applying the Selection Criteria to this section, evaluators will consider such questions as: *What is the need? Does the applicant understand the problem? Is the need appropriate to this grant program?*

The Statement of Need identifies the local conditions and/or needs that justify the project you are proposing to implement in your application. A "need" in this context is defined as the difference between the current status and the outcomes and/or standard(s) that your agency would like to achieve. In this section, you will demonstrate the need for the proposed project in relation to the particular grant program to which you are applying.

Do

1. Provide documentation to substantiate the stated conditions and/or needs. Documentation may include, but is not limited to, demographics, test data, description of target population(s), student data, personnel data and research.

2. Identify the needs of eligible project participants who are members of groups that have traditionally been under-represented based on race, color, national origin, gender, age or disability.

Don't
1. Attempt to address problems that are beyond the scope of the grant program to which you are applying.

F. Project Description

In applying the Selection Criteria to this section, evaluators will consider such questions as: *How will the applicant address the need? What is the plan? Will the plan result in meeting the identified need(s)? Is the plan feasible? Will the benefits be worth the costs?*

This is the heart of your application. Here, you will describe in a detailed narrative your agency's complete project design and your plan for implementing that project. This must include a detailed discussion of how you plan to manage/staff your project to ensure successful implementation.

You will identify the rationale for your planned approach to the project and link it to your agency's identified need from the Statement of Need. You will also identify in this section the strategies your agency will implement to ensure equal access and treatment for eligible project participants who are members of groups that traditionally have been under-represented.

If you are applying for the first year of a multiyear grant program, you will address your comprehensive plan to cover the full multiyear grant period.

If you are applying for continuation funding under a multiyear grant program, you will need to report on the progress made to date in the implementation of your comprehensive multiyear plan. It is in this section that you will propose any enhancements or improvements to your project in the upcoming grant period and clarify the ways in

which such refinements will support the achievement of the approved comprehensive multiyear plan.

Do
1. Write clearly and succinctly. It's the quality, not the quantity, that matters!

2. Ensure that the steps of the project implementation plan are well-articulated and logically sequenced in the narrative.

G. Goals, Objectives and Indicators

In applying the Selection Criteria to this section, evaluators will consider such questions as: *What does the applicant specifically want to accomplish? How will the overall local project be measured for effectiveness? How will the applicants know they have succeeded?*

In this section, you will identify: (1) what you want to achieve (goals); (2) how you plan to achieve it (objectives); and (3) how you will measure your success (evaluation).

Begin by listing the goals that support your proposed project. *Goals are broad, general statements that represent the long-range benefits that you hope to achieve*. They should follow from your stated needs. Some grant programs identify "mandated" project goals and objectives. If the grant for which you are applying does **not** include mandated goals, you should identify as many goals as necessary and appropriate to address the scope and magnitude of meeting your needs.

Objectives should be measurable, achievable, and realistic. *They identify the "who, what, and when" of your proposed project.* There are specific actions that lead toward the accomplishment of a goal. Make sure that your objectives are results-oriented, and clearly identify what your project is intended to accomplish. Objectives should also link directly to individual stated needs (identified in your year-one Statement of Need). You should also identify a time frame for the accomplishment of each objective.

NOTE: If you are applying under the initiating year NGO of a multiyear grant program, identify as specifically as possible the multiyear goals of the overall grant program. Also, for each goal, specify a time frame within which it will be achieved. Specify the objectives that will lead to the achievement of the goals for each grant period.

You will also need to evaluate your project's success in achieving its goals and objectives. You will do this by establishing indicators of success for each project goal and corresponding objective(s).

In constructing your indicators, describe the methods that you will use to evaluate the progress toward achievement of the goals and objectives, as well as the overall grant project outcomes. Also, describe in the indicators the measures and instrumentation to be used, who will develop and conduct the evaluation, and how results will be used.

Well-constructed indicators of success will help you to establish a clear understanding of responsibilities and a system of accountability for your project. They will also help you to determine whether or not you need to refine an aspect of your project to ensure overall success.

Do
1. Review your Statement of Need before and after constructing your goals and objectives to ensure that the goals and objectives clearly address identified needs.

2. Identify the anticipated outcomes of your project in measurable terms and in relation to your stated needs.

3. Define the population to be served.

4. Identify the timeline for implementing and completing each objective.

5. Identify the level of performance expected in order to indicate successful achievement of the objective.

6. Make certain to construct measurable indicators of success that directly link to and support project goals and objectives.

Don't
1. Establish goals that are unrealistic or inappropriate to be addressed by the grant program to which you are applying.

2. Establish objectives that are vague and cannot be easily measured to determine achievement.

3. Propose general or vague indicators of success.

H. Project Activity Plan

In applying the Selection Criteria to this section, evaluators will consider such questions as: *How will the project be implemented? What steps will the applicant take to achieve its goals and objectives? Are these steps reasonable and comprehensive?*

The Project Activity Plan follows from the Goals and Objectives that you listed in the previous section. Activities represent the steps that you will take to achieve each identified objective. Also, the activities that you identify in this section serve as the basis for the individual expenditures that you propose in your budget. Review your Goals and Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goals and objectives and the activities.

Do
1. Complete a separate Project Activity Plan form for each project objective.

2. State the relevant goal and objective in full in the space provided. Goals should be numbered 1, 2, etc., and corresponding objectives should be numbered 1.1, 2.1, *etc*.

3. Describe all of the tasks and activities planned for the accomplishment of each goal and objective.

4. List the activities in chronological order.

5. Space the activities appropriately across all report periods of the grant project.

6. Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested costs, and costs may be disallowed.

7. List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, *etc*.

8. In the Report Period Column on the Project Activity Plan form, place an open triangle under the period in which the activity will be implemented. If the activity is ongoing or recurring, place an open triangle under **each** period in which the activity will take place. These triangles will be used by grantees in submitting the required project reports.

Don't
1. List the project director or other person with general oversight authority for the project as the "person responsible" for carrying out all activities.

I.   Organizational Commitment and Capacity

In applying the Selection Criteria to this section, evaluators will consider such questions as: *Is there an organizational commitment to the project? Is this the right applicant for this project?*

After you have identified your conditions and/or needs and your plan to address them, you will need to tell us about your organization as the applicant agency. First, tell us why the project you propose is important to you. Describe your commitment to addressing the conditions and/or needs you identified, including the organizational support that exists for implementing your proposed project. Tell us why you are an

appropriate (*i.e.*, authorized) agency to implement the project.

Tell us also about experience you have had in implementing similar types of projects, as well as the outcomes of those projects. What worked, what didn't and why? Tell us how you will use your previous experience to ensure successful implementation of your proposed project. If you have not implemented similar projects, tell us why your proposed project will be successful. Describe your organizational resources (staff, facilities, equipment, funds, *etc*.) that will support successful project implementation.

Do
1. Carefully consider why you want to implement this project.

2. Be specific about your previous experiences, where applicable, and about the resources that you have to offer in support of the project.

Don't
1. Take this section lightly. It is an essential component of your grant application.

Important Considerations for Preparing Your Application Package:

Do not include attachments, appendices, *etc*., with your application *if you are not specifically required to do so by the NGO*. These items will **not** be reviewed during the application evaluation process and will not, therefore, be a factor in determining whether your application is selected for funding.

Staple your final application or use a binder clip only. Do **not** use any type of binding or cover for your application, *i.e.*, no spiral or strip binding, no three-hole binders, no plastic covers, *etc*.

Part III: Constructing a Grant Application Budget

The budget section of your grant application should be as specific and detailed as the narrative section of your application. It should reflect the estimated costs of activities outlined in your Project Activity Plan, and contain no surprises or unjustified requests.

Note that grant funds provided through any discretionary grant program may **not** be expended for costs prohibited by federal OMB circulars A-87, A-21, or A-122, as applicable.

STEP 1: COMPLETING THE BUDGET DETAIL FORMS

The budget detail forms are designed to link project activities to requested costs and to provide the cost basis for each estimated cost. **The clearer the link between the project and a proposed expenditure, the less likely it is that the proposed expenditure will be questioned or removed from the budget**. Itemization and/or detail are required to ensure that the cost is eligible generally under the Federal Cost Principles, specifically under the *NGO,* and that it is budgeted in the appropriate line.

NOTE: The same set of forms is used for the applicant (lead) agency as for each subgrant agency where subgrant agreements are a necessary part of the budget. There is a space on each form to identify a specific subgrant agency as opposed to the applicant (lead) agency.

General Instructions

- **Complete all identifying information** at the top of each budget detail form and **complete all columns** on each form. (Check the subgrantee box and enter the subgrantee name when the forms are used for subgrant partners.)

- Show on the budget detail forms the cost basis for each proposed expenditure. The cost basis shows how you arrived at the estimate you have provided. In most cases it includes a calculation (*e.g.,* 50 notebooks @ $1.00 = $50.00). If any cost is unusual, you may be asked to provide documentation or an explanation to support your estimate.

- **Itemized List**: Where the instructions here and/or on the budget detail form call for an itemized list, provide the following information for each item:

  - ✓ Item name and/or description, if the name does not readily describe the purpose or use for the item
  - ✓ Unit cost (the cost of one unit of the item, as packaged)
  - ✓ Quantity of the item to be purchased
  - ✓ Total Cost (unit cost x quantity)
  - ✓ Grant request amount for this item.

- **Check all calculations for accuracy**.

- **Show all entries in whole dollars only.** Cents will be deleted if included; therefore, your approved budget may reflect money lost through rounding errors.

- **Link each proposed expenditure to the Project Activity Plan** by entering in the "Project Goal/Objective/Activity" column the codes for all goals, objectives and activities that provide direct programmatic support for each proposed expenditure.

Form A: Personal Services – Salaries
100-100: Full-Time & Part-Time Salaries – Instruction
200-100: Full-Time & Part-Time Salaries – Support Services

- Use Form A for the salaries of all employees whose duties include grant-related activities.

- List separately the title of each position and the name of the staff person who holds the position, or enter "vacant" after the position title if the position is unfilled at the time of application. If the duties of the position are not clear from the title, enter enough information to make the duties of the staff person clear and/or the reason for requesting the funds evident.

  Example: "Teacher/Smith for curriculum development," or "4 substitutes for teachers attending professional development workshops."

- If a staff member serves in more than one capacity, enter that staff member in each applicable Function & Object Code. For example, if a staff member serves as a teacher and as a counselor, enter that staff member in two separate budget lines under the appropriate Function & Object Codes, i.e., 100-100 ("Salaries–Instruction") for *Teacher/* Murphy, and 200-100 ("Salaries– Support Services") for *Counselor/* Murphy.

- Show in the "Cost Calculation" column how the total cost for the position was determined.

  Example - Part-Time Salary: 2 teachers x $75/day x 5 days each = $750

  Example - Full-Time Salary: 1 math teacher at $50,000/yr annual salary x 50% time on the grant = $25,000.

- Enter in the "Grant Request Amount" column the amount of grant funds being requested for this salary. If only a portion of the salary for this position is to be paid from grant funds, enter the amount to be paid from grant funds in the "Grant Request Amount" column.

Form B: Personal Services – Employee Benefits
200-200:   Personal Services - Employee Benefits

- Use Form B for fringe benefits for all employees whose salaries will be wholly or partially funded by the grant.

- Ensure that all fringe benefits calculations are based on the correct corresponding grant - requested salaries.

- Ensure that the percentage of an individual's fringe benefits charged to the grant does not exceed the corresponding percentage of that individual's salary charged to the grant.

  Example: If 25% of a staff member's salary is charged to the grant project, up to 25% of his/her fringe benefits can be charged to the grant project.

- Complete the heading on each column by filling in the appropriate "%" for each fringe benefit. **NOTE**: The standard FICA rate is already entered on the form.

- Enter in the "Position/Name" column the title and person's name (where known) for each position. Make certain that this entry matches the Budget Detail Form A entry for the same staff position/staff member. **NOTE**: If a staff member has been entered more than once on Budget Detail Form A, the staff member should be entered more than once on Budget Detail Form B.

- Enter in the "Salary Grant Request Amount" column the amount of the staff member's salary that is being requested from the grant.

- Complete each column by multiplying the total salary requested from the grant for the position by the appropriate percentage of the fringe benefit.

  Example: For a staff member whose salary from the grant equals $15,000: to enter requested FICA amount, multiply $15,000 x 7.65%. which equals $1,147.50.

- Add all the fringe benefits for the position entered in this line.

- Calculate the total percentage of fringe benefits by dividing the total fringe benefits by the grant-funded salary ("Salary Grant Request Amount" column). Enter this percentage in the "Total % of Benefits" column.

NOTES:

FICA/TPAF
  ✓ 7.65% has already been entered in the "FICA" column. This percentage includes both Social Security (6.20%) and Medicare (1.45%).

  ✓ For grant projects funded with **federal funds**, you **must** charge to the grant FICA and Teacher Pension and Annuity Fund (TPAF) benefits calculated on the base salary for any employee of a Local Education Agency (LEA) who holds a New Jersey teaching certificate, if grant funds are requested for the employee's salary.

  ✓ For grant projects funded with **state funds**, you may **not** charge to the grant FICA or TPAF benefits calculated on the base salary for any employee of an LEA who holds a New Jersey teaching certificate.

  ✓ For grant projects funded with both **state and federal funds**, you **must** use the federal funds for FICA and TPAF costs for all full-time employees whose salaries are fully or partially funded with federal funds and who hold New Jersey teaching certificates unless otherwise instructed in the *NGO*.

  Health Benefits
  ✓ Health benefits are frequently determined by the coverage chosen by the employee rather than by percentage of salary. Where this is the case, enter a phrase such as "Varies" or "Employee Choice" to provide an explanation for the costs. The percentage of such benefits requested from

grant funds may not exceed the percentage of the employee's salary charged to the grant.

  ✓ Health benefits are sometimes fixed (the coverage is the same for every employee). In this case enter "Fixed" and the fixed amount in the column heading.

  Example: If your agency pays $8,000 in health benefits for each employee, you would enter "Fixed: $8,000" at top of the column. The percentage of such benefits requested from grant funds may not exceed the percentage of the employee's salary charged to the grant.

Form C: Purchased Professional and Technical Services
100-300:   Purchased Professional and Technical Services (instructional)
200-300:   Purchased Professional and Technical Services (noninstructional/support)

- Use Form C for purchased professional and technical services, *i.e.*, consultant costs. Consultants are paid on an hourly, daily, or flat fee basis, and are **not** employees of the applicant (lead) agency.

- Group all costs in the same Function & Object Code together. Enter the Function & Object Codes sequentially, *e.g.*, enter all costs for 100-300 before entering costs for 200-300.

- Provide a description of the type(s) of consultants to be engaged (an individual and/or company) and the purpose for which the consultant(s) will be hired. Identify, where possible, the services and/or products to be purchased.

- Identify the rate of compensation, *e.g.,* $10/hour or $200/workshop or $300/day.

  NOTE: If a "flat fee" is used as the cost basis, you must identify the specific products or services to be provided for that fee and an

approximate number of hours or days the consultant will spend on the project.

- Enter the time for which you are contracting with the consultant. The time should refer to the fee basis, *e.g.*, if the fee shown in the "Rate" column is $10/hour, show the number of hours (e.g., 15 hours) in the "Time Required" column.

Form D: Supplies and Materials
100-600   Instructional Supplies and Textbooks
200-600   Noninstructional Supplies and Materials

- Use Budget Detail Form D for classroom/instructional supplies and materials, noninstructional supplies and materials, and textbooks.

- Identify the specific supplies to be purchased, *e.g.*, paper, notebooks, printer toner cartridges, envelopes, *etc*.

  NOTE: In some cases, it may be acceptable for you to identify only the types of supplies to be purchased, rather than provide an itemized list of the supplies. However, for all entries, you must provide as much detail as necessary for the DOE to accurately determine the **necessity** for the proposed expenditure.

  In the case of textbooks, workbooks, reference or library books, software programs, *etc*., it is **not** necessary to identify the specific titles of the books or software programs to be purchased. However, it **is** necessary to identify the course(s) or subjects for which the books or software programs will be purchased.

  Where itemization is required, enter in the "Unit Cost" column the cost for **one** item as the item is priced for purchase (*i.e.*, by individual item, by the box, case, carton, *etc*.).

  Enter the number of items (*i.e.*, individual items, boxes, cases, cartons, *etc*.) in the "Quantity" column for each particular supply to be purchased.

Form E: Equipment
400-731:   Instructional Equipment
400-732:   Noninstructional Equipment

- Use Budget Detail Form E for instructional and noninstructional equipment.

  An item to be purchased is categorized as equipment if it meets ALL of the following criteria:

  1. *It retains its original shape, appearance and character with use;*
  2. *It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;*
  3. *It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it;*
  4. *Under normal conditions of use, including reasonable care and maintenance, the item can be expected to serve its primary purpose for at least one year;*
  5. *The unit cost is more than $2,000.*

- Provide a clear description in the "Item Description" column of the item to be purchased (*e.g.*, the number of desktop computers, along with any peripherals that are included). Include in the "Item Description" column information on how and by whom the equipment will be used (*e.g.*, for student instructional use in computer lab). This will help the reviewer to assess the appropriateness of the funds requested. You may also include any additional information that will clarify the relevance to the grant project of the proposed costs that will help the reviewer determine whether the costs have been entered into the correct Function & Object Code.

- Where equipment is purchased from a single vendor as a "package," identify the full "package price" and the package components (*e.g.*, computer packaged with software, printer, *etc*.). Do not show the cost of the

components separately if they are not purchased separately.

Form F: Other Costs
100-500   Other Purchased Services
100-800:   Other Objects
200-400:   Purchased Property Services
200-500:   Other Purchased Services
200-580:   Travel
200-800:   Other Objects
200-860:   Indirect Costs
400-720:   Buildings

- Use Budget Detail Form F for all Function & Object Codes that are **not** properly entered on Budget Detail Forms A through E.

- When requesting mileage costs for staff travel, identify the staff member who will be traveling and the purpose for which the travel will be undertaken.

  Example: Project director round trip from Anytown to Trenton for meeting with DOE Program Officer, 100 miles round trip.

- Enter the description of the requested cost and the cost calculation. Both the description and the cost calculation must provide enough detail to clarify the relevance of the requested cost to the grant project and to enable the reviewer to assess the reasonableness of your request.

Special Cost Considerations on Form F:
- **Purchased Property Services**
  For all rentals (property, vehicles, equipment) please be aware that you may be requested to provide a copy of a lease agreement or a written quote from the prospective lessor. However, it isn't necessary to provide this documentation as part of your proposed budget.
-
- **Indirect Costs**
  Many DOE discretionary grant programs do not allow grant funds to be used for indirect costs. (Indirect costs are costs incurred for support services that are not readily

identifiable as direct program costs.) Check the "Budget Considerations" section of the *NGO* to determine whether indirect costs are allowable for your grant project. **Where indirect costs are allowed, the Department of Education reserves the right to limit the percentage charged, in order to ensure that the majority of discretionary grant funds are allocated to direct program costs**.

NOTE: *Local education agencies (LEAs) receive approved indirect cost rates from the NJDOE. Other agencies receive approved indirect cost rates from their cognizant federal agency.* **Documentation of the approved indirect cost rate must be submitted with the application**.

(for more information on indirect costs see http://ed.gov/offices/OCFO/FIPAO/icgindex.html*)*

To calculate **restricted** indirect costs, multiply the total direct costs (minus equipment and subgrant costs) by the approved restricted indirect cost rate.

STEP 2:   COMPLETING THE SUBGRANT BUDGET SUMMARY FORM *(for projects with subgrants only)*

This form is prepared only after all appropriate subgrant budget detail forms have been completed. The purpose of the form is to provide a summary of planned expenditures for individual subgrantees. The **Subgrant Budget Summary** is used **only** by applicants who propose subgrantee agreements as part of their grant projects. The form collects specific detail on individual subgrantees' expenditures by function and object code. Each "Subgrantee" column on the form represents requested grant funds only.

- Complete the "Applicant (Lead) Agency" and "CO/Lead Agency Code," "NGO Title" and "NGO #" lines at the top of the form(s).

- Copy the Subgrant Budget Summary form to accommodate more than five (5) subgrantees, where necessary.

- Complete the "Page ___ of ___" block at the top of the form, even if only one form is necessary to accommodate all subgrantees.

- Enter one subgrantee name in each of the column headings, as necessary.

- Enter a total for each Function & Object Code in the appropriate column based on funds requested on the corresponding set of budget detail forms (A – F).

- Verify all figures for accuracy. Ensure that funds requested are shown in the correct Function & Object Code line, and that the amounts and assignments by Function & Object Code are consistent with those shown on the set of subgrantee budget detail forms corresponding to the specific subgrant agency.

- Verify that the total in each line equals the amounts entered on the budget detail forms. Amounts requested on the Application for Funds - Budget Summary and on the Subgrant Budget Summary must be fully supported by information provided on the corresponding set of budget detail forms.

- Show all entries in whole dollars only. Cents will be deleted.

- Enter subtotals in the appropriate lines for each column of the form. These lines are shaded and titled: "Subtotal – Instruction"; "Subtotal – Support Services"; and "Subtotal – Facilities."

- Complete the "Total Cost" line for each column used on the form.

Required Only Where Directed by the NGO:

- Complete the "Administrative Cost Summary" column:

  ✓ Enter a total for each Function & Object Code based on the grant funds requested under the Subgrant Budget Summary that represents administrative costs.

  ✓ Enter subtotals in the lines shaded and titled: "Subtotal – Support Services" and "Subtotal – Facilities." **NOTE**: Instructional costs are never considered *administrative*; therefore, these rows have been blocked out so that figures are not inadvertently entered into them.

  ✓ Complete the "Total Cost" line. **NOTE**: The "Total Cost" for administrative costs must represent the total of all administrative costs incorporated into the grant-funded amounts shown under the "Subgrantee" columns of the Subgrant Budget Summary form. Administrative costs are extracted from the individual subgrant cost summaries; they are **not** in addition to the grant funds requested for subgrantees.

STEP 3: COMPLETING THE APPLICATION FOR FUNDS – BUDGET SUMMARY FORM

The Application for Funds - Budget Summary is prepared only after all appropriate lead agency and subgrant budget detail forms have been completed. The purpose of the form is to provide a summary of all planned expenditures for the lead agency, which includes a summary of total subgrantee costs (where applicable) under line 200-320. The **Application for Funds – Budget Summary** is for use by **all** applicants and shows the total of all grant funds requested.

Required for All Applicants:

- Complete the "Applicant (Lead) Agency" and "CO/Lead Agency Code," "NGO Title" and "NGO #" lines at the top of the form(s).

- Enter a total for each Function & Object Code in the appropriate column. (Refer to the "Statutory/Regulatory Source and Funding"

section of the *NGO* for the correct funding source information, *i.e.*, state, federal, other, and use the appropriate column.)

- Verify all figures for accuracy. Ensure that funds requested are shown on the correct Function & Object Code line, and that the amounts and assignments (by Function & Object Code) are consistent with those shown on the corresponding set of budget detail forms.

- Verify that the total in each line equals the sum of the amounts for that line entered on the budget detail forms. Amounts requested on the Application for Funds - Budget Summary and on the Subgrant Budget Summary must be fully supported by information provided on the corresponding set of budget detail forms.

- Show all entries in whole dollars only. Cents will be deleted.

- Enter subtotals in the appropriate lines for each column of the form. These lines are shaded and titled: "Subtotal – Instruction"; "Subtotal – Support Services"; and "Subtotal – Facilities."

- Complete Column 1, "State"; Column 2, "Federal"; and/or Column 3, "Other":

  ✓ If more than one column is to be used for grant funds, instructions to do so will be included in the "Instructions to the Applicant" section of the *NGO*.

  ✓ Use Column 1 to record State funds, Column 2 to record Federal funds, and Column 3 for Other funds. The "Other" column is used for grant funds from a second source of state or federal dollars, or for an alternate/additional funding source.

  ✓ Enter the total of all subgrantee costs on budget line 200-320 on the Application for Funds - Budget Summary form. **NOTE**: You are required to break out subgrant costs by subgrantee and by specific

Function & Object code on the Subgrant Budget Summary form. *(See instructions for the Subgrant Budget Summary form below.)*

- Complete the "Total Cost" line for each column used on the form.

- Complete Column 4, "Total":

  ✓ Total all costs by Function & Object Code across the form from columns 1 through 3. Do **not** include administrative costs (Column 5) in these line item totals under Column 4. **NOTE**: The Department of Education will **not** make a grant award for an amount that exceeds the amount shown on the "Total Cost" on the Budget Summary form, the Title Page, and the Board Resolution.

- Obtain the Business Administrator/Chief Fiscal Officer signature.

Required Only Where Directed by the NGO: (In addition to the above)

- Complete the "Administrative Cost Summary" Column:

  ✓ Enter a total for each Function & Object Code based on the grant funds requested under the Subgrant Budget Summary that represent administrative costs.

  ✓ Enter subtotals in the lines shaded and titled: "Subtotal – Support Services" and "Subtotal – Facilities." **NOTE**: Instructional costs will never be considered "administrative." Therefore, these rows have been blocked out so that figures are not inadvertently entered into them.

  ✓ Complete the "Total Cost" line. **NOTE**: Administrative costs are **extracted from** the individual subgrant cost summaries. They are **not** in addition to the grant funds requested for subgrantees.

STEP 4: COMPLETING THE MATCHING FUNDS SUMMARY & EXPENDITURE REPORT

The Matching Funds Summary & Expenditure Report is completed **ONLY** where an *NGO* requires you to show matching funds in the proposed budget. In no other case should you complete the matching funds form. As the title indicates, the form will be used as both a summary of matching funds committed to the project and as a matching-funds expenditure report.

Please remember that matching funds recorded and reported to the DOE are subject to the same cost basis requirements and audit provisions as are grant funds.

- Complete the "Applicant (Lead) Agency" and "NGO Title" and "NGO #" lines at the top of the form.

- Copy the form so that there is one blank form available for the lead agency and each subgrant agency that will be contributing matching funds to the grant project.

- Complete a separate matching funds form for the lead agency and each subgrant agency, as applicable. **NOTE**: When using this form for subgrant agencies, check the box at the top of each applicable form and identify the subgrant agency in the space provided.

- Enter in the "Project Goal/Objective/ Activity" column the codes for all goals, objectives and activities from the Project Activity Plan which provide specific programmatic support for the matching funds to be contributed.

- Enter in the "Cost Category" column the cost area(s) which the matching funds will be used to support, *e.g.*, salaries, supplies, equipment, *etc*. **NOTE**: You should NOT enter Function & Object Codes in this column. Cost areas should be identified by type only.

- Enter in the "Matching Funds Budgeted" column the total amount of matching funds that will be applied to each of the cost categories identified in the previous column.

- Total all funds in the "Matching Funds Budgeted" column and enter this amount in the space at the bottom of the form for "Total Matching Funds Budgeted."

- Transfer the total amount of matching funds applicable to any subgrantees to the box at the bottom of the Subgrant Budget Summary form, and transfer the total of all matching funds applicable to the lead agency **and** subgrantees (where applicable) to the box at the bottom of the Application for Funds – Budget Summary.

COMMON REQUESTED COSTS

Listed below are common requested costs and the appropriate GAAP category and budget detail form for each. **NOTE**: While a cost may be included on this list, it may not be allowed under the *NGO* for your specific grant project. Review the Budget Guidelines section of the *NGO* for allowable and ineligible costs. If you request grant funds for a cost that is ineligible under the governing *NGO*, that cost will be disallowed.

Cost Area	Function & Object Code	Budget Detail Form
Advertising	200-500	Form F
Books		
Library	200-600	Form D
Reference	200-600	Form D
Textbooks (student use)	100-600	Form D
Workbooks (student use)	100-600	Form D
Classroom supplies	100-600	Form D
Conferences		
Registration fees	200-500	Form F
Hotel	200-580	Form F
Meals	200-580	Form F
Travel	200-580	Form F
Consultants		
(includes travel & expenses)		
Educational, working directly with students	100-300	Form C
Educational, working with staff	200-300	Form C
Copying/duplicating	200-500	Form F
Equipment (includes installation)		
Instructional	400-731	Form E
Noninstructional	400-732	Form E
Field trips		
Admission fees	100-800	Form F
Transportation (bus rental)	200-500	Form F
Lunches	200-600	Form D

Cost Area	Function & Object Code	Budget Detail Form
Graphic design		
Consultant fees	200-300	Form C
Other	200-300	Form E
Internet use charges		
Instructional	100-500	Form F
Noninstructional	200-500	Form F
Leases/rentals (vehicles, property, equipment)	200-400	Form F
Network access charges	200-500	Form F
Office supplies	200-600	Form D
Postage	200-500	Form F
Printing	200-500	Form F
Software		
Instructional	100-600	Form D
Noninstructional	200-600	Form D
Teachers, full-time employees of applicant		
Contracted salary	100-100	Form A
Additional compensation	100-100	Form A
Stipends for attendance at inservice and professional development	100-100	Form A
Curriculum work	200-100	Form A
Teachers, part-time employees of applicant		
Hourly pay	100-100	Form A
Teachers, substitutes	100-100	Form A
Telephone	200-500	Form F
Travel, staff	200-580	Form F

Part IV: Standard Application Forms

The standard application forms listed below are included in this package.

NOTE: Not all standard forms (project and budget) are required for all grant programs. There may also be additional program-specific forms attached as part of the NGO document. The applicant is directed to the governing NGO for specific direction regarding forms necessary to apply for a particular grant program.

Application Narrative Forms:

(The program-specific Application Title Page can be found in the NGO document.)

Board Resolution to Apply

Statement of Assurances

Project Abstract

Statement of Need

Project Description

Goals, Objectives and Indicators

Project Activity Plan

Organizational Commitment and Capacity

Budget Forms:

Form A: Personal Services - Salaries

Form B: Personal Services – Employee Benefits

Form C: Purchased Professional and Technical Services

Form D: Supplies and Materials

Form E: Equipment

Form F: Other Costs

Subgrant Budget Summary form

Application for Funds – Budget Summary form

Matching Funds Summary and Expenditure Report

Application Title Page

[This form will be found in the published *Notice of Grant Opportunity* for the grant program to which you are applying.]

BOARD RESOLUTION TO APPLY

☐☐	☐☐☐☐	☐☐☐
FY	NGO#	WKL

The _____ Board* hereby certifies that permission has been

granted to apply for the discretionary grant program entitled:

_____

for the purposes described in the application, in the amount of,

$_____.00,

starting on _____, and

ending on _____.

The filing of this application was authorized at the Board meeting held on,

_____, 20___

_____
Secretary of the Board*

_____, 20___

*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.

STATEMENT OF ASSURANCES

As the duly authorized chief school administrator/chief executive officer of the applicant agency, I am aware that submission to the Department of Education of the accompanying application constitutes the creation of a public document, and I certify that the applicant:

- Has the legal authority to apply for the funds made available under the requirements of the NGO, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-federal/state share of project costs) to ensure proper planning, management and completion of the project described in this application.

- Will give the New Jersey Department of Education, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).

- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.

- Will comply with provisions of the Public School Contracts Law: *N.J.S.A.* 18A:18A, and other relevant state laws and regulations.

- Is in compliance, for all grant awards in excess of $100,000.00, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier grantees as well.

- As well as its principals and subgrantees, for all grant awards in excess of $25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.

- Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).

- Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:

    (A) Title VI of the Civil Rights Act of 1964 (P.L 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;

    (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;

    (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;

(D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 61-741.5(a)), as applicable, which requires affirmative action in employment;

(E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq*.; 45 CFR Part 90), which prohibits discrimination on the basis of age, and

(F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.

- Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.

- Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

- Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).

_____

Applicant Agency

_____   _____

Date   Signature: *Chief School Administrator, Chief Executive Officer (or equivalent)*

_____

_____

Typed Name and Title

PROJECT ABSTRACT

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____   **NGO #**: _____

Date: _____

STATEMENT OF NEED
Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____   **NGO #**: _____

PROJECT DESCRIPTION

Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____   **NGO #**: _____

Date: _____   **Page** ____ **of** ____

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GOALS, OBJECTIVES AND INDICATORS

Copy this page as needed

</div>

Applicant (Lead) Agency: _____

NGO Title: _____   **NGO #**: _____

Final – 10/00

Date: _____ **Page** ____ **of** ____

PROJECT ACTIVITY PLAN

Copy this page as needed.

Applicant (Lead) Agency: _____ NGO Title: _____ NGO #: ____

GOAL#: ____
OBJECTIVE # ____ :

Implementation Activity	Person(s) Responsible for Conducting Activity	Documentation	Report Period (Δ) *
			#1 #2 #3 #4 #5 #6

* See the *Notice of Grant Opportunity* (NGO) for the number of reporting periods applicable to the grant program for which you are applying. Use only the number of columns necessary to comply with the requirements of the applicable NGO.

Final – 10/00

ORGANIZATIONAL COMMITMENT AND CAPACITY
Copy this page as needed

Applicant (Lead) Agency: _____

NGO Title: _____   **NGO #**: _____

BUDGET DETAIL FORM A
Personal Services - Salaries
Function & Object Codes 100-100 and 200-100

Date: _____

NGO TITLE:

☐ **Check box if this is a subgrantee form and identify subgrantee below**.

APPLICANT (LEAD) AGENCY:

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION For **full-time** positions: total annual salary x percent of time to the grant project = total For **part-time** positions: rate ($) per hour x number of hours per week x number of weeks per year = total	GRANT REQUEST AMOUNT

BUDGET DETAIL FORM B

Personal Services – Employee Benefits

Function & Object Code 200-200

Date: _____

NGO TITLE:

☐ **Check box if this is a subgrantee form and identify subgrantee below.**

APPLICANT (LEAD) AGENCY:

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

POSITION/NAME	GRANT REQUESTED SALARY AMOUNT	FICA 7.65%	TPAF ____%	PERS ____%	WRKR'S COMP ____%	UNEMPLY. ____%	DISABIL. ____%	HEALTH ____%	OTHER SPECIFY: ____ ____%	TOTAL % OF BENEFITS	GRANT REQUEST AMOUNT (BENEFITS ONLY)

Date: _____

BUDGET DETAIL FORM C

Purchased Professional and Technical Services
Function & Object Codes 100-300 and 200-300

NGO TITLE:

☐ **Check box if this is a subgrantee form and identify subgrantee below**.

APPLICANT (LEAD) AGENCY:

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/PURPOSE	RATE: HOURLY, DAILY, FLAT FEE	TIME REQUIRED	GRANT REQUEST AMOUNT

BUDGET DETAIL FORM D

Supplies and Materials

Function & Object Codes 100-600 and 200-600

Date: _____

NGO TITLE: _____

☐ **Check box if this is a subgrantee form and identify subgrantee below**.

APPLICANT (LEAD) AGENCY: _____

SUBGRANTEE: _____

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)

BUDGET DETAIL FORM E

Equipment

Function & Object Codes 400-731 and 400-732

Date: _____

NGO TITLE:

☐ **Check box if this is a subgrantee form and identify subgrantee below**.

APPLICANT (LEAD) AGENCY:

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)

Date: _____

BUDGET DETAIL FORM F

Other Purchased Services, Other Objects, Purchased Property Services, Travel, Indirect Costs, Buildings
Function & Object Codes 100-500, 100-800, 200-400, 200-500, 200-580, 200-800, 200-860, 400-720

NGO TITLE:

☐ **Check box if this is a subgrantee form and identify subgrantee below.**

APPLICANT (LEAD) AGENCY:

SUBGRANTEE:

NOTES: Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/COST CALCULATION	GRANT REQUEST AMOUNT

NOTE: Complete this form only when requesting subgrants as part of the budget.

NJ DEPARTMENT OF EDUCATION
SUBGRANT BUDGET SUMMARY

Applicant (Lead) Agency: _____

CO/Lead Agency Code: _____ / _____ _____ _____

NGO Title: _____

NGO#: _____ _____ _____ _____ _____

BUDGET CATEGORY	FUNCTION & OBJECT CODE	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	TOTAL *Sum of all subgrant columns*	ADMIN. COST SUMMARY
INSTRUCTION								
Personal Services - Salaries	100-100							
Purchased Prof. & Tech Svcs.	100-300							
Other Purchased Services	100-500							
Supplies and Materials	100-600							
Other Objects	100-800							
SUBTOTAL - INSTRUCTION								
SUPPORT SERVICES								
Personal Services - Salaries	200-100							
Personal Svcs. - Emp. Benefits	200-200							
Purchased Prof. & Tech Svcs.	200-300							
Subgrant Cost Summary	200-320							
Purchased Property Svcs	200-400							
Other Purchased Services	200-500							
Travel	200-580							
Supplies and Materials	200-600							
Other Objects	200-800							
Indirect Costs	200-860							
SUBTOTAL - SUPPORT SERVICES								
FACILITIES ACQUISITION & CONSTR.SVCS								
Buildings	400-720							
Instructional Equipment	400-731							
Noninstructional Equipment	400-732							
SUBTOTAL - FACILITIES								
TOTAL COST								

TOTAL AMOUNT OF SUBGRANTEE MATCHING FUNDS COMMITTED TO THIS PROJECT*: $ _____

**Complete only when there is a matching funds requirement in the NGO.*

final – 10/00

NJ DEPARTMENT OF EDUCATION
APPLICATION FOR FUNDS - BUDGET SUMMARY

Applicant (Lead) Agency: _____   CO/Lead Agency Code: __ __ / __ __ __ __

NGO Title: _____   NGO#: __ __ __ __ __ __ __ __ __

BUDGET CATEGORY	FUNCTION & OBJECT CODE	GRANT FUNDS REQUESTED			TOTAL *Sum of columns 1-3* (Column 4)	ADMIN. COST SUMMARY (Column 5)
		STATE FUNDS (Column 1)	FEDERAL FUNDS (Column 2)	OTHER FUNDS (Column 3)		
INSTRUCTION						
Personal Services - Salaries	100-100					
Purchased Professional & Technical Services	100-300					
Other Purchased Services	100-500					
Supplies and Materials	100-600					
Other Objects	100-800					
SUBTOTAL - INSTRUCTION						
SUPPORT SERVICES						
Personal Services - Salaries	200-100					
Personal Services – Employee Benefits	200-200					
Purchased Professional & Technical Services	200-300					
Subgrant Cost Summary	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
SUBTOTAL - SUPPORT SERVICES						
FACILITIES ACQUISITION & CONSTR. SVCS						
Buildings	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL - FACILITIES						
TOTAL COST						

TOTAL AMOUNT OF <u>MATCHING FUNDS</u> COMMITTED TO THIS PROJECT*: $ _____
*Complete only when there is a matching funds requirement in the NGO.

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_____   _____
Business Administrator/Chief Fiscal Officer   Date

MATCHING FUNDS SUMMARY & EXPENDITURE REPORT
(Complete this form only when required by the NGO)

NGO TITLE:	❑ **Check box if matching funds are provided by a subgrantee. Identify the subgrantee below.**
APPLICANT (LEAD) AGENCY:	**SUBGRANTEE:**

Complete this box for Matching Funds expenditure Reporting:	**Report** #: _____ ❑ **Check box if FINAL report** **Reporting Period**: *(from)* _____ *(to)* _____

NOTES: Copy this form. Refer to the *Constructing a Grant Application Budget* in the Discretionary Grant Application for instructions.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	COST CATEGORY *(e.g., salaries, supplies, equipment, etc.)*	MATCHING FUNDS BUDGETED *(by cost category)*	MATCHING FUNDS EXPENDED *(by category)*
TOTAL MATCHING FUNDS BUDGETED:			
*TOTAL MATCHING FUNDS EXPENDED:			

*Use a copy of this form for reporting matching expenditures when submitting interim and final expenditure reports.

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